

**Records & Archives Management Committee**  
**Friday, 30 May 2003, 10:00 AM**  
**J. V. Fletcher Library**

Members Present: Ginny Moore, Ellen Harde, Jane Hinckley, Kaari Tari, Bob Oliphant. Others present: Ellen Rainville

Kaari has sent out a memo to town departments to implement state mandated Records Management Protocols on June 13, 2003, 8:00 AM. Committee members will be available to help and answer questions.

Ginny got the name of groups in Connecticut and New Hampshire that would give us an overview of what would need to be done to convert the library room to an archives room.

Ellen Rainville talked to us about the Library's plans for expansion. Moving a pod from the Millenium School, should it become available, would require the removal of several large trees. Ellen is trying to find out if they can be dismantled and moved. Ellen gave us a copy of the timeline for a library building expansion. Ellen would like to have the Records & Archives Management Committee integrated with the Library's expansion committee. Because of expected budget shortfalls over the next several years because of State local aid funding, it is not clear when expansion will take place. Westford may be in line for public library construction funds. Several area towns have included archives centers in their renovation plans, such as Newton where a vault has been installed with a separate entrance that is used for storage of their town records.

In considering applying for CPA funds, several questions arose. Can we ask for funds without a specific timeline in place? Can we ask for the money in several increments each year? Can we get a small grant (e.g. \$5K) for preservation supplies or for microfilming of Town Records?

If it is permissible to request funds without a timeline in place, members will aim for an August 2004 target date for submitting the application. In the meantime a plan needs to be created and many details need to be addressed, such as, how many linear feet of shelving will be needed for the vault and what type of public space outside of the vault is needed.

Members also discussed alternate sources of funding. Mass. Council of the Arts has funds for preservation. Also, the Library Board has provided preservation funds for the library.

It was suggested that the Library Trustees and Archives Committee members go to the Selectmen and share with them our common needs and long range plans to see what kind of funding is available. Members should also speak with the Commission for More Efficient Town Government about our needs and reinforce to them the need for a Town Building Committee who would work toward balancing the town departments' needs with available building use.

Kaari will try to attend the CPC meeting on Tuesday night. Ellen will draft a letter that we could send to various town committees. Kaari will also talk to Steve about the recent meeting on the millennium pods.